

AGENDA

25X1A9a FOR

PROPOSED GOODMAN- [REDACTED] MEETING ON PUBLICATIONS PROCUREMENT

25X1A9a

I. PROCEDURES DESIGNED TO IMPROVE PUBLICATIONS PROCUREMENT OPERATIONS

A. Cooperation and coordination in Washington support programs

1. Formulation of single basic and standing requirement
2. Coordinating and synthesizing comments on Publications Procurement for the Annual Evaluation of Foreign Service Reporting.
3. Acquisitions lists
4. Maximal use of commercial procurement channels
5. Exchange of copies of pertinent communications between - GR interested offices

B. Special Activities in Support of Publications Officers

1. Periodic Monthly Newsletter
2. Transmission of PPO lists, NIS Schedules, etc.
3. Form letters to new POs and initial requirements-
4. Commendations- Active involvement
5. Periodic evaluation of PO's work
6. Briefings of full-time and part-time POs
7. Problem of ad hoc PO transfers

C. Transmission and Washington-Field Communications

1. Direct transmission from publisher to Department and ICD/FP
2. The declassification of communications regarding procurement
3. The signing and route of transmission of communications + recording

D. The Publications Officer; His Role and Modes of Operation

1. The role of the PO in the Post
2. Staff assistance
3. Reduction of administrative routine
4. Regional responsibilities
5. Annual PO reports
6. Travel
7. Procurement for Embassy use
8. Security problems in lists for vouchers
9. 25X1A9a operation and coordination within post between USIS, [REDACTED]

10. Duplicate Multiple purchase of publications at different posts - Went last quarterly
11. Periodic survey of procurement potential in area of responsibility

12. Qualifications (Full time PO)

~~II.~~ II. THE COORDINATOR OF PUBLICATIONS

E. Rank, Status, and Qualifications of Coordinator

F. Responsibilities of Coordinator

1. Coordinate certain procurement operations ^{at} Washington agencies
2. Receive allocations and authorize expenditures for publications
3. Sit on all appropriate committees
4. Chair informal working group of participating agencies on operational matters
5. Sign, clear and/or concur in all communications to the field
6. Negotiate with Department of State bureaus on appropriate matters
7. Make trips overseas to boost and investigate procurement and chair conferences of Publications Officers
8. (Formulate) overall policy and generally direct POs and program in coordination with appropriate offices and the Foreign Language Publications Committee of the IAC
9. Brief appropriate outgoing personnel (e.g., principal officers)
10. Brief Foreign Service Institute classes

G. Logistics of the Position of Coordinator

[III. THE GRAPHICS PROGRAM]

11. Advise Foreign Service Board on appointment of full-time PPOs.

Relationship to ICD/EP

PROBLEM AREAS IN PPO PROGRAM

Headquarters

1. SAP
2. Status of ICD/FP
3. Publications Announcement Media
4. PPO Qualifications
5. Coordination of Requirements

Field

1. Fiscal
2. Staff Support
3. Travel

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